

## TOWN OF NORTH ANDOVER

### JOB POSTING

The Town of North Andover Elder Services Department is accepting applications for one (1) Community Outreach Manager/Assistant Director on a fulltime basis (37.5 hours a week).

**Position Summary:** As Community Outreach Manager perform a variety of services for elders including visits to clients' homes or other locations; assessment of client status and needs; coordination of client care, referrals to human/social service agencies and other similar duties to provide support and assistance to elders in their homes.

As Assistant Director perform and assist in the development of public relations programs. Assist Elder Services Director with identifying department and staff development goals, grant writing, and budget preparation. Supervise the Friendly Visitor Coordinator and work with Program Coordinator to oversee Reception operations. Manage the Elder Services Department in the absence of the Elder Services Director.

#### **Essential Functions**

Visit clients who have been hospitalized and coordinate services following return home. Screen, educate and facilitate groups for individuals with early stage Alzheimer's diagnosis. Collaboration with Public Health; maintain client files reflecting identified client needs and prepare periodic client status reports. Assist with in-house clinics e.g., Flu Clinics, Blood Pressure Clinic and mental health screenings. Oversee weekly Walk-In clinics and monthly outreach clinic at public housing site. Assist the Elder Services Director in implementing programs, building coalitions and attending local community meetings that will enhance the visibility of the North Andover Senior Center. Work collaboratively with Elder Services Director, Board of Health, North Andover Police and Fire Departments as State Mandated Reporter of Elder Abuse.

**Qualifications:** Bachelor's Degree in Human Services or related field with (5) years' experience in the field of Gerontology, Geriatrics, or Human Services, or an equivalent combination of education and experience. Candidate must be organized; have the ability to handle multiple tasks and competing priorities; have strong communication skills; ability to listen, observe, exercise patience, compassion and flexibility in client care situations; and must utilize independent judgment in responding to emergency situations. Knowledge of basic computer applications required. Certification or the ability to be certified as a Group Leader by the Massachusetts Alzheimer's Association.

**Compensation:** \$40,700 - \$44,500 depending on qualifications (Non Union Grade E-10). This position is subject to the terms and conditions of the Town of North Andover's Personnel Policy.

To apply send cover letter and resume to [Jobs@northandoverma.gov](mailto:Jobs@northandoverma.gov). Position is open until filled.

The Town of North Andover is an Equal Opportunity Employer

Posting Date: 6/15/16